

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

TEMPE TEST:

Have I done everything today The Tempe Way?

FIRE SERVICE AIDE

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of delivery and retrieval duties in support of the Fire Department.

Supervision Received and Exercised:

Receives supervision from the Fire Service Inventory Technician, and other supervisory or management staff.

Examples of Duties:

Duties may include, but are not limited to, the following:

- Drive personal or city vehicle to drop-off and/or pick-up Fire Department supplies and equipment as necessary; retrieve backboards and other Department Emergency Medical Equipment from area hospitals and return to appropriate Department Stations; drop-off broken fire service equipment to vendor for repair; pick-up various supplies and equipment from vendor(s) as needed.
- Lift inventory and supplies in order to shelve or retrieve items in Fire Department Warehouse.
- Pick-up, sort, and deliver Department mail to the appropriate Fire Station as necessary.
- Support emergency scenes by performing other delivery or retrieval duties as necessary.
- Attend meetings and training as necessary; may perform other duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some delivery experience is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Licenses/Certifications:

Possession of an appropriate and valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 2911

Salary Range: 00

Compensation Plan: P40/Regular

FLSA: Non-Exempt